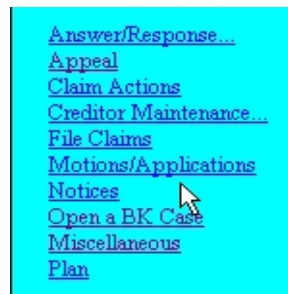
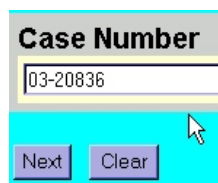


**Motion for Joint Administration**

**STEP 1** Select **Bankruptcy** from the **Main Menu**, and then click on **Motions / Applications**.

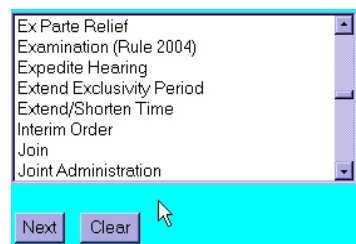


**STEP 2** The **Case Number** entry screen displays.



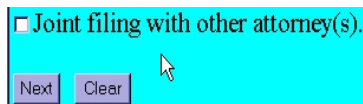
- ◆ **Case Number** - case number in YY-NNNNN format
- ◆ Click on the **Next** button.

**STEP 3** The select the type of **motion/application** being filed screen appears.



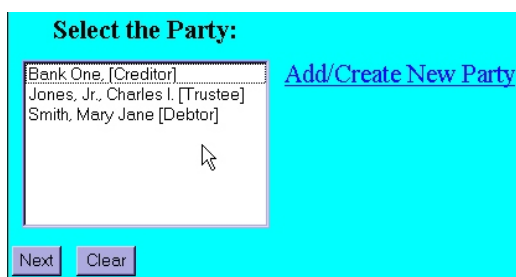
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed.
- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting options.

**STEP 4** The **Joint filing with other attorney(s)** prompt is displayed.



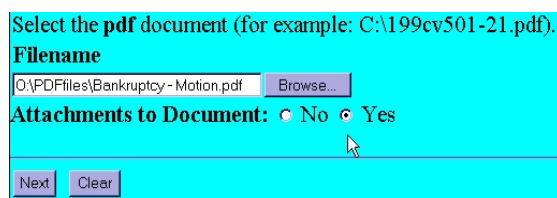
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

**STEP 5** The **Select the Party** screen appears.



- ◆ Click on the filing party's name. If name does not appear, click on **Add/Create New Party**.
- ◆ Click on the **Next** button.

**STEP 6** The **Select the pdf document** screen appears.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix)
  - ▶ Click on the radio button next to '**Yes**.'
  - ▶ Click on the **Next** button.

**STEP 7** The **Select one or more attachments:** screen appears. All pleading exhibits must be attached at this time.

**Select one or more attachments.**

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

0:\FOFiles\Bankruptcy - Proposed On:

2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion for Joint Administ

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

**STEP 8** The **Case Numbers and With Certificate of Service** screen displays.

**Case Numbers:** 03-20836 and 03-20837

**With Certificate of Service? y or n:** y

- ◆ Enter **both** Case numbers.
- ◆ Type a lowercase 'y' if a Certificate of Service is attached to your document or a lowercase 'n' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 9** The **Docket Text: Modify as Appropriate** screen displays. Add additional text as appropriate and click on the **Next** button.

**Docket Text: Modify as Appropriate.**

Motion by Debtor Mary Jane Smith for Joint Administration Case Number: 03-20836 and 03-20837 with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion for Joint Administration of Cases) (Bailey, Attorney)

**STEP 10** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

**Docket Text: Final Text**

Motion by Debtor Mary Jane Smith for Joint Administration Case Number: 03-20836 and 03-20837 with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion for Joint Administration of Cases) (Bailey, Attorney)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 11** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 5/14/2004 at PM EDT and filed on 5/14/2004

Case Name: Mary Jane Smith

Case Number: [2:03-bk-20836](#)

Document Number: [13](#)

**Docket Text:**

Motion by Debtor Mary Jane Smith for Joint Administration Case Number: 03-20836 and 20837 with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion for Administration of Cases) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf

Electronic document Stamp: